

CHAPTER 34. CERTIFICATION OF PRIVATE ELEMENTARY AND SECONDARY BOARDING SCHOOLS

SUBCHAPTER 1. PROCEDURES FOR OPERATING

6:34-1.1 Administration

The school shall operate under a functioning principal or headmaster, qualified in character and training for the position he holds.

6:34-1.2 Safety

(a) The school plant shall be adequate in size for the number of pupils and staff to be accommodated. It shall provide safety for pupils and staff.

(b) Living conditions shall be safe, comfortable and conducive to wholesome living.

6:34-1.3 Safety and sanitation certificates

The housing shall meet local building, sanitation and fire codes. The local health and fire departments shall certify that there is no hazard to the health and safety of the pupils.

6:34-1.4 Instruction

(a) Instruction shall be equivalent in quality and amount of time to that of the public school.

(b) The instructional and maintenance staff shall be adequate in numbers and in training for the performance of their duties.

(c) Adequate equipment for instruction and for maintenance shall be provided.

(d) Pupils who perform services in the operation of the school shall not be exploited.

(e) An adequate system of records shall be maintained to indicate pupils' names, addresses, dates of attendance and record of achievement.

6:34-1.5 Business practices

(a) Public liability insurance shall be carried by a school applying for approval and such insurance shall be continued during the entire period of approval.

(b) Fees for tuition and payments for board shall cover the period for which such services are rendered. Any unearned tuition and any advance payments for board at the time the student is withdrawn from the institution shall be promptly refunded. A reasonable registration fee may be withheld in such cases.

(c) Any expenses involved in the purchase of instructional material, books, supplies, equipment, uniforms or physical training outfits shall be specified as an item separate and apart from the tuition charges. Such supplies, equipment or uniforms shall become the property of the purchaser on the date of purchase.

(d) Publicity and advertising of the schools shall conform to ethical practices and be based upon relevant facts.

(e) Catalog or prospectus information shall be specific regarding any prerequisite requirements for admission. The content of the courses, the duration of the courses, the terms for payment of tuition, board and any other fees shall be clearly indicated.

6:34-1.6 Guides for examination of facilities

(a) The Commissioner of Education shall from time to time prepare directions for the guidance of the county superintendent of schools, or other educational officer designated by the Commissioner, in the performance of his duties in the examination of the facilities of private schools pursuant to N.J.S.A. 18A:69-4.

(b) Application for original approval and for renewal shall be made by the school administrator on a form prepared by the Commissioner of Education.